

1. **THE DATES and place of Exhibition: November 23 - 24, 2019, AMBEREXPO**  
Exhibition and Congress Centre , Gdańsk, Żaglowa 11
  2. **PARTICIPATION IN THE FAIR**
    - 2.1. The application to take part in the Fair shall take place by means of completing an interactive Application Form available at [www.graizabawa.pl](http://www.graizabawa.pl)
    - 2.2. Before the exhibition space is provided, the following conditions must be met:
      - a. Your trade fair application must be submitted until 24.10.2018, by filling in an interactive electronic Application Form. By submitting the Application Form to MTG, you place an offer of participation in the trade fair and accept all the provisions of The MTG SA Regulations for Trade Fair Participants. The size of the exhibition space ordered must not be smaller than 4 m<sup>2</sup>,
      - a. 100% of the amount due resulting from the Application Form that has been submitted and confirmed by MTG must be paid. **Important: please quote the name of the fair and the type of service you are paying for in the title of payment.**
    - 2.3. The amount due for exhibition space with a standard booth (shell scheme) covers:
      - a. floor space provided for the duration of the Fair, stand and dismantling
      - b. white partition walls, carpeting, electrical wiring (three spotlights, one electrical socket per each 10 m<sup>2</sup>)
      - c. gangway cleaning service
      - d. fascia board including graphics
      - e. facility security
      - f. fire safety
    - 2.4. The amount due for exhibition space without a booth (shell scheme) covers:
      - a. floor space provided for the duration of the Fair b. gangway cleaning service
      - b. facility security
      - c. fire safety
    - 2.5. The fact that an Exhibitor-provided shell scheme shall be constructed must be reported by completing the relevant form contained in the Application Form.
    - 2.6. The amount due for floor space with or without shell scheme does not include the cost of connection and use of electric power.
    - 2.7. The registration fee paid by the Exhibitor and/or Co-Exhibitor covers the following services:
      - a. advertising and promotion of the Fair in the media
      - b. the publication of the Exhibitor Catalogue
      - c. exhibitor/service passes and car park passes.
    - 2.8. The Exhibitor registration fee is PLN 200.00 net.
    - 2.9. The Co-Exhibitor registration fee is PLN 200.00 net.
  3. **PAYMENTS**
    - 2.1 Exhibitors who submit their application shall pay (within 7 days) the registration fee and 50% of the value of the exhibition space and other services ordered. The amounts to be paid shall be the gross amounts.
    - 2.2 Exhibitors shall be obliged to pay the outstanding 50% of the value of the services ordered by October 23, 2019.
    - 2.3 Exhibitors who submit their application after October 1, 2019 shall be obliged to pay 100% of the gross value of the services ordered.
    - 2.4 The prices for providing exhibition space and for other services are set in Polish Zlotys (PLN).
    - 2.5 If a PLN invoice cannot be accepted, invoices can be issued in EUR or USD:
      - a. the value of orders placed after January 01, 2019 shall be converted according to the EUR or USD exchange mid-rate announced by the National Bank of Poland on January 02, 2019.
  4. **ENTRY PASSES / DEPOSIT**
    - 4.1. For Exhibitor-provided shell schemes: prior to beginning the work, the shell scheme contractor shall be obliged to collect SERWIS (service) passes from the Hall Manager
    - 4.2. The shell scheme construction can begin when the payment of a PLN 500.00 deposit has been made and documented.
    - 4.3. Exhibitors shall receive personal Exhibitor Passes with the bearer's name, to be collected at the Exhibitor Service Office.
  5. **DATES AND OPENING HOURS: THE HALLS AND FAIRGROUNDS**
    - 5.1. **CONSTRUCTION OF EXHIBITOR-PROVIDED SHELL SCHEMES**  
Regulation stand setup time, covered by the regulation fee :  
November 21, 2019 08:00 - 18:00 hrs  
November 22, 2019 08:00 - 20:00 hrs
    - 5.2. The need to extend the assembly time shall be reported at the Trade Fair Office, one day prior to planned alteration, by 15:00 hrs. The fee for extending the setup time is PLN 600.00 + value added tax (VAT) due/1 hour per one hall.
    - 5.3. **EXHIBITOR OPENING HOURS:**  
November 23, 2019 r. 08.00 – 20.30 hrs  
November 24, 2019 r. 08.00 – 21.00 hrs
    - 5.4. **VISITOR OPENING HOURS:**  
November 23, 2019 r. 10.00 – 20.00 hrs  
November 24, 2019 r. 10.00 – 19.00 hrs
  6. **DISPLAY ARRANGEMENT / EXHIBIT DELIVERY**
    - 5.1 Should large-sized exhibits (weight-wise, with size over 2 m in height) and/or exhibits which protrude beyond the stand's footprint need to be mounted at the stand, they shall require individual arrangements with MTG SA and MTG SA's written approval in this regard
    - 5.2 Please provide the information on large-sized exhibits by October 30, 2019, to the MTG SA form in the online system.
    - 5.3 Important: On November 22, 2019 from 14:00 to 20:00 hrs only the installation of stand furnishings shall be allowed; not dust-generating work shall be allowed in the halls.
    - 5.4 Exhibits and stand furnishings shall be delivered by November 22, 2019, by 20:00 hrs. After this time, it will be impossible to unload the exhibits.
    - 5.5 Any replacement or supplementation of the items on display may be done only after obtaining permission from MTG and should take place prior to the opening or after the closing of the Fair to the visitors.
  7. **FORWARDING/UNLOADING**
    - 6.1. Forwarding services and assistance with unloading (stackers, etc.) are provided by:  
C.HARTWIG, Ms Jolanta Kołacz, e-mail: [j.kolacz@chg.pl](mailto:j.kolacz@chg.pl)  
tel. +48 48 502 012 829, +48 22 609 19 00  
TRANSMEBLE INTERNATIONAL, Mr Daniel Piłkuła,  
tel. +48 504 103 563,  
e-mail: [daniel@transmeble.com.pl](mailto:daniel@transmeble.com.pl)  
NETLOG POLSKA Sp. z o.o. Mr Andrzej Szczeń, tel. +48 784 022 612  
+48 22 256 70 14, e-mail: [andrzej.szczen@netlog.org.pl](mailto:andrzej.szczen@netlog.org.pl)
  8. **REGULATIONS FOR VEHICLE ENTRY INTO THE FAIRGROUNDS AND CAR PARKS**
    - 7.1. On November 21-22, 2019 car entry and parking on the MTG premises (unguarded) is possible only to deliver exhibits to the stand and may not exceed 1.5 hours. The above provision does not apply to the parking area. In case of violation of the conditions referred to in the first sentence, MTG will be entitled to charge a contractual penalty amounting to 300,00 PLN for each violation stated.
    - 7.2 Parking Cards for November 22-24, 2019 shall be ordered in the application forms. They can also be purchased at the cash desk on November 22, 2019.
    - 7.3 The car parks area are unguarded
  9. **STAND DISMANTLING**  
Regulation dismantling time:  
November 24, 2019 r. godz. 18.00 – 21.00  
November 25, 2019 r. godz. 08.00 – 16.00
  10. **CATERING**  
The exclusive rights for the catering services in Amber Expo MTG's Exhibition and Convention Centre belongs to company: Amber Side Sp. z o.o.  
All catering services for participants of the fairs and conferences, exhibitors, co exhibitors are provided by: restaurant & bar AMBER SIDE. To order please contact: tel. + 48 501 744 096, e-mail: [info@amberside.pl](mailto:info@amberside.pl), [www.amberside.pl](http://www.amberside.pl).
- The remaining details of the formal regulations can be found in:  
Regulations for the Participants in Fairs Organised by Międzynarodowe Targi Gdańskie SA ([www.mtggsa.pl](http://www.mtggsa.pl))  
\*\* Terms and Conditions for the Exhibitor's and/or Shell Scheme Contractor's Works on MTG SA Gdańsk International Fair Co. Premises and in its Exhibition Halls ([www.mtggsa.pl](http://www.mtggsa.pl))